

## Commercial Plan Review Submittal Requirements

The applicant is required to submit the following plans to each listed entity for these projects:

- New Commercial Buildings
- Additions to Buildings
- Parking lots
- Accessory Buildings

### **Deliver to Plans Examiners:**

City of Little Rock  
723 West Markham, 2<sup>nd</sup> floor  
Little Rock, Arkansas 72201  
Curtis Richey 501-371-4724 [crichey@littlerock.org](mailto:crichey@littlerock.org)  
Mark Alderfer 501-371-4875 [malderfer@littlerock.org](mailto:malderfer@littlerock.org)

2 Full Sets of stamped drawings including:

Building code analysis, boundary survey, civil, structural, landscaping, architectural, mechanical, electrical, plumbing & gas

1 CD of full set of drawings in PDF format

1 additional set of the Civil Sheets

2 additional copies of the Site Utility Plan

1 additional copy of the legal survey - stamped and signed

1 additional set of the Landscape Plans [projects larger than 1 acre require a Landscape Architect's stamp and signature]

1 completed building permit application with applicant contact information

Include, name, address, **e-mail**, phone, and fax

Plan review fee – check made payable to City of Little Rock

### **Deliver Directly To:**

#### **Little Rock Wastewater Utility**

Attn: James Boyd, P.E.  
11 Clearwater Drive  
Little Rock, Arkansas 72204  
501-688-1414  
[Jim.boyd@lrwu.com](mailto:Jim.boyd@lrwu.com)

1 full set of stamped drawings

1 loose copy of the site utility plan

Include project address, proposed use, and applicant contact information.

### **Deliver Directly To:**

#### **Central Arkansas Water**

Attn: Daniel Tull  
221 East Capitol Ave  
Little Rock, Arkansas 72203  
501-377-1245  
[daniel.tull@carkw.com](mailto:daniel.tull@carkw.com)

1 copy of site utility plan sent via email is preferred

Must show size and location of proposed meter(s). Include project address, proposed use, and applicant contact information

### **Deliver Directly To:**

#### **Arkansas Department of Health Plumbing Division**

4815 West Markham Street  
Little Rock, Arkansas 72205  
Attn: George Penning  
501-661-2642

Following plumbing review, the drawings will be forwarded to Food Services Section

Attn: James Duffy  
501-661-2171

Separate review application and fee  
Full set of plumbing and gas drawings

9.24.2013